

MEMO



To : Please see Distribution List
From : Procurement, Group Management Services
Ref. : 09-12/2014/PROC/DWN/saj
Date : 8 December 2014
Subject : **UMW SUPPLIER REGISTRATION GUIDELINES**

With reference to the above, we are pleased to inform you that the UMW Supplier Registration Guidelines (SRG) is now ready for use; effective immediately.

A copy of the SRG (and its associated Supplier Registration Form [SRF]) is attached for your reference.

The SRG provides for a standardized process to evaluate and register our suppliers plus it mitigates the following concerns:-

1. The quality of suppliers in procurement sourcing; because the SRG:
 - effectively pre-qualifies suppliers, and
 - potential suppliers are to be registered first before participating in procurement activities.
2. The performance of suppliers post-award; because the SRG provides the method and templates to evaluate suppliers' performances by the users/project owners.

To streamline matters and also to facilitate the building of an electronic supplier database **all supplier registration must be channelled through Procurement.**

In the event suppliers make registration enquiries through you; you may assist Procurement by providing them the SRF and subsequently directing them to Procurement OR you may just direct them to Procurement.

We look forward to your support and cooperation in this matter. Thank you.

Regards,

Dr Wafi Nazrin Abdul Hamid
Executive Director, Group Management Services



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